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DTR-4107

31 Oct 1969

MEMORANDUM FOR: Senior Training Officers

SUBJECT : Component Conducted Training, FY 1970

REFERENCE : a. HR ☐
b. HR ☐

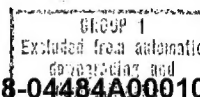
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1. Attached for your background information and use are copies of a memorandum to your Deputy Director and one to OTR Office Chiefs on the subject of component conducted training.

2. The appropriate School Chief, or his designee, will contact you as soon as possible to arrange mutually agreeable schedules whereby he may work with you and with other personnel of your component on subject training. It is desirable that the School Chief audit and evaluate courses with you, as deemed necessary, while in progress. Please provide him with a current schedule of all your courses.

3. It is necessary that the Office of Training be kept current regarding statistics, figures and evaluations of all courses given or training provided by the components. To accomplish this, a report form, a supply of which is enclosed herewith, should be completed in triplicate, and forwarded to the OTR School Chief as soon as a course or period of training is completed. These will be collated and recorded in the Office of Training and provide the source material for the FY 1970 Annual Report on Agency Training to the Executive Director-Comptroller.

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4. All new courses and/or significant revisions of old ones should be discussed with the School Chief prior to instituting the training. The approval of the Director of Training is required for all such training. The enclosed forms can be utilized also for this purpose. They should be completed in a timely manner, in triplicate, and sent through the School Chief for review and consideration by the Director of Training.

5. It is hoped that this joint effort to examine and review your component-conducted training in depth and on a continuing basis will not only assist us both to evaluate the objectives, quality, suitability and effectiveness of same but also to provide your component with professional assistance, if needed, particularly with reference to possibly yet unfilled or future training requirements.

25X1A 6. In addition to assistance from the School Chiefs, Mr. []
[] Special Projects Officer of the Office of Training []
will be available to answer any procedural or reporting questions
you may have.

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/s/ by AR

HUGH T. CUNNINGHAM
Director of Training

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